

# Vacancy Announcement

## DEPARTMENT OF VETERANS AFFAIRS OFFICE OF INSPECTOR GENERAL

**Vacancy Announcement Number:** OIG-05-SLR-01

**Opening Date:** 10/04/04

**Closing Date:** 10/18/04

**Position:** AUDITOR (INFORMATION TECHNOLOGY)  
GS-0511-14

**Salary:** \$74,355 - \$96,637 plus locality

**Duty Location:** Duty station will be the employee's current location.

**One Vacancy**

**Veterans Affairs, Office of Inspector General, Office of Audit, Information  
Technology Audit Operations Division**

**Relocation expenses are not authorized.**

### **WHO MAY APPLY:**

Open to current career or career-conditional, Department of Veterans Affairs, Office of Inspector General employees.

### **MAJOR DUTIES:**

The incumbent of this position conducts a program of Automated Data Processing (ADP) audits of VA's physical and virtual security program, activities, and implementation. The incumbent works independently or with other Division staff in conducting audits and evaluations of complex computer systems, and provides guidance and/or technical assistance to other Office of Audit (OA) staff involving ADP and ADP auditing matters. Ensures that all work conforms to Office of Inspector General/Office of Audit (OIG/OA) requirements, and complies with the Government Auditing Standards. Assists management in establishing priorities, planning work, and determining assignments. Prepares complete and comprehensive audit programs that identify objectives, scope, work steps, documentation requirements, audit administration requirements, and proposes new audit techniques and procedures. Ensures use of appropriate audit and evaluation procedures during projects, and establishes controls to ensure that projects are conducted in conformance with established standards for timeliness and quality. Evaluates new ADP systems, or major modifications to existing VA computer systems, to assess effectiveness and economy of operations. Evaluates the adequacy and effectiveness of audit trails and

internal controls in existing and proposed systems. Tests the integrity and reliability of data held in computer systems. Develops instructions for other OA staff to help them in conducting computer system audit.

**QUALIFICATIONS REQUIRED:**

Applicants must have at least 1 year of specialized experience, which is experience directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at or equivalent to the next lower grade in the normal line of progression for the occupation in the organization. Additional qualification requirements may be obtained from the OPM Qualification Standards and from the point of contact below.

**KNOWLEDGES, SKILLS AND ABILITIES REQUIRED**

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs may negatively affect your eligibility and/or rating for this position.

1. Knowledge of professional auditing and accounting concepts, principles, and techniques.
2. Knowledge of ADP operating systems such as MVS, Windows NT, UNIX and GCOS; highly technical ADP programming languages such as C, C++, HTML/JAVA, COBOL, and M, and specific telecommunications protocols, such as TCP/IP.
3. Knowledge of Government ADP systems, including hardware and software configurations, data bases, telecommunications, and system interactions.
4. Ability to communicate orally, and to prepare clear, concise, logical, accurate and coherent reports and written products.

**BASIS OF RATING:**

All applicants will be considered on the basis of their education, training, experience, awards, supervisory appraisal, and the Knowledge, Skills, Abilities, and Other Characteristics (KSAOCs) for this position.

For CTAP and ICTAP, well-qualified means that the applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable, and is able to satisfactorily perform the duties of the position upon entry.

**PAY, BENEFITS, AND WORK SCHEDULE:**

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the Federal Employees Retirement System or the Civil Service Retirement System.

**CONDITIONS OF EMPLOYMENT:**

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens in very limited circumstances where there are no qualified citizens available for position.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Occasional travel may be required.

**OTHER INFORMATION:**

First consideration will be given to CTAP and ICTAP eligible applicants.

If claiming 5-point veterans' preference, a DD-214 must be submitted. If claiming 10-point veterans' preference, both a DD-214 and SF-15 must be submitted.

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

Applicants must meet time in grade requirements of this position within 30 days of the closing date of the announcement.

Selectee may be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

**HOW TO APPLY:**

Applications may be sent by mail or U.S. Postal Service Express Mail to the following mailing address.

DEPARTMENT OF VETERANS AFFAIRS  
OFFICE OF INSPECTOR GENERAL (53F)  
POST OFFICE BOX 50760  
WASHINGTON, DC 20091-0760

Applications may be sent via courier or commercial delivery service (i.e. FedEx, UPS, Airborne Express) to the following courier & commercial delivery service address.

DEPARTMENT OF VETERANS AFFAIRS  
OFFICE OF INSPECTOR GENERAL (53F)  
ROOM 1160 801 EYE STREET, N.W.  
WASHINGTON, DC 20001

Applications submitted by mail must be postmarked by the closing date of the announcement to receive consideration. Hand delivered applications and applications delivered via commercial delivery services must be received by the closing date.

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

You may apply with a resume, Optional Application for Federal Employment (OF-612), or any other written format you chose. Although we do not specify the format in which the information is presented or require the use of any particular form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for the vacancy. If your package does not provide all the information requested, you will lose consideration for the job. Be sure you provide ALL of the information requested below:

**Job Information:**

- Announcement Number, title and grade(s) for which you are applying.

**Personal Information:**

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.

If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

**Education:**

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended city state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as a DD-214, Certificate of Release or Discharge from Active Duty, Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

Materials submitted as a part of your application will not be returned.

Failure to submit ALL required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis for Rating for definition of 'well qualified'. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

**For additional information about this position please contact:**

Stephanie L. Robinson  
(202) 565-8650

This Department prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited basis apply to all programs.)